

Recruitment Consultant

Job Description

Postion Pay Level: Grade 6

Position Pay SCP: 24

Salary: £37,711 to £42,307, inclusive of Local Weighting Allowance of £1,096 per annum

DBS requirement: Basic

Reports to: Strategic Recruitment Manager

Responsible for: Nil

Number of reports: Nil

Financial Responsibilities: Nil

Main purpose of Job:

The Recruitment team is committed to delivering a consistently high standard of service that places both SBC employees and external customers at the heart of our operations. We are seeking a skilled and dynamic Recruitment Consultant to play a pivotal role in driving talent acquisition efforts and enhancing our organisation's capability. This role will serve as a trusted partner to hiring managers, providing expert guidance across all aspects of the recruitment process, from position management and attraction strategies to compliance with employment legislation and SBC policies.

The role holder will be a proactive and solutions-oriented professional with a deep understanding of recruitment processes and best practices. Exceptional communication, organisational, and relationship management skills are essential to succeed in this role, as is the ability to adapt to changing market conditions while maintaining a high standard of service delivery.

Main Accountabilities:

Collaborate with hiring managers to deliver a seamless recruitment experience, confidently advising and guiding them through every stage of the process, including candidate attraction, screening, selection, and onboarding.

Oversee all recruitment campaigns, from initial search and advertising to onboarding, ensuring they align with SBC's objectives and enhance organisational effectiveness.

Recommend tailored, cost-effective strategies for reaching diverse talent pools, leveraging both internal and external routes to market, and articulating the benefits of each approach.

Provide up-to-date advice on market trends, legislative changes, recruitment best practices, and effective methods of candidate attraction, using comprehensive Job Descriptions to identify and secure the best talent.

Handle a portfolio of multiple vacancies simultaneously, ensuring internal service level agreements (SLAs) are consistently met while maintaining high standards.

Build and nurture positive relationships with internal and external stakeholders, ensuring every interaction reflects and enhances SBC's employer brand. This includes organising and attending events to boost visibility and engagement.

Optimise the recruitment system to streamline hiring manager involvement, providing clear documentation and support throughout the recruitment cycle.

Actively manage candidate relationships by providing timely feedback, ensuring a positive experience, and overseeing the offer and onboarding process.

Track and report on recruitment metrics, including vacancy progress and return on investment (ROI), to inform attraction strategies and ensure compliance requirements are met.

Contribute to individual and team targets, with objectives set annually as part of the performance management framework.

Person Specification:

Recruitment Consultant

Area	Description	Essential/ Desirable
Experience	Proven expertise in managing high-volume recruitment with a strong track record of delivering recruitment solutions. Skilled at challenging existing systems and processes to achieve exceptional results. Adept at recruiting efficiently under tight timelines, effectively managing multiple campaigns, and consistently exceeding customer expectations.	E
Experience	Extensive experience in delivering high-quality recruitment services while building strong partnerships across the business. Known for obtaining positive feedback from hiring managers and candidates, reflecting a commitment to excellence.	E
Experience	Experienced in managing external supplier relationships, leveraging contracts to maximize value and deliver measurable benefits for the organisation.	E
Skills and abilities	Highly proactive and driven, with a "can-do" attitude and a strong work ethic. Maintains high personal standards and thrives in fast-paced, dynamic environments. Passionate about delivering quality talent, staying ahead of emerging policies and legislation, and continuously learning.	E
Skills and abilities	Exceptional verbal and written communication skills, with the confidence to influence key stakeholders and drive informed recruitment decisions.	E
Knowledge and understanding	Comprehensive knowledge of attraction strategies, recruitment technologies, and emerging market trends, ensuring innovative approaches to talent acquisition.	E
Qualifications	Hold a CIPD Level 5 (or higher) qualification or an equivalent professional certification or demonstrate significant relevant experience. Actively pursuing	D

Area	Description	Essential/ Desirable
	professional development with a track record of expertise in the HR/recruitment field.	